

POSTING DATE: October 15, 2020

CLOSING DATE: October 28, 2020



HUMAN RESOURCES DIVISION MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1303

TITLE: CLERK TYPIST I, II, OR III
(Switchboard/Scanning)

FACILITATOR: Madison Crisp
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DESCRIPTION: A Clerk Typist position exists within the Administrative Services Section of the Missouri State Highway Patrol's Human Resources Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for the efficient operation of the general headquarters switchboard and scanning human resources related files into electronic format. Work requires alertness and accuracy in answering and transferring calls, general receptionist work, and routine clerical tasks. The employee is expected to exercise discretion in handling sensitive and confidential information. The employee in this position works under general supervision and refers technical problems to a supervisor. Independent judgment is expected in the performance of routine duties in this position.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: **Clerk Typist I:** Possession of a high school diploma or equivalent. **Clerk Typist II:** Possession of a high school diploma or equivalent and possess at least one-year experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Possession of a high school diploma or equivalent and possess at least two years experience as a Clerk Typist II or comparable experience.

Possess the skill to type at least 40 words per minute with ten (10) errors or less.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,029.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at www.mshp.dps.mo.gov to complete and submit an [application](#) and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of November 9, 2019. The tentative start date for this position is within 30 days of the interview.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.